

## ***Concord Public Library*** **MEETING ROOM POLICY**

### **PURPOSE**

Concord Public Library allows the use of its meeting room space for Concord nonprofit area groups to conduct open meetings for educational, cultural, or civic purposes. The availability of the library's meeting rooms is an integral part of the library's information function, providing a location for free exchange of information for local community groups. Concord nonprofit area groups are defined as those headquartered in the capital city by virtue of their residence or business address. Non-local groups may have access to meeting rooms provided the group is sponsored by a Concord resident. In order to ensure the wide availability of the meeting rooms to nonprofit community groups, the rooms may not be used for regular group meetings. Only meetings for educational, cultural, or civic purposes, and open to the public without charge are permitted. Meetings that are for religious services or instruction, or politically partisan are not permitted.

The auditorium (100 seats) and Shakespeare Room (15 seats) in the Main Library and second floor facility at the Penacook Branch Library are available to groups which comply with the policies and procedures specified below.

### **POLICIES:**

1. The library's meeting rooms are defined as public forum spaces, and there will be no exclusion from their use based on the points of view, beliefs, or affiliations of the sponsors or participants.
2. All groups must register by completing a meeting room registration form. This form must be signed by a Concord resident. All groups must pay on a per-meeting basis. Please refer to "Meeting Room Fee Schedule" attached to form.
3. The Library Director may waive the meeting room fee for use of the meeting rooms by nonprofit area groups that have a direct benefit to the Library and its mission.
4. Library sponsored activities and municipal government meetings will be given priority in scheduling the use of the rooms.
5. State agencies and their affiliates will be asked to use their own facilities.
6. All meetings will be open to the public.
7. Admission fees, tuition, dues collection, or any commercial transactions are prohibited. Free seminars for which there will be a subsequent tuition expense are prohibited. The Library Director may make exceptions for seminars, lectures and programs held in cooperation with the library, or adult education courses sponsored by the school district or other established educational or non-profit institution.
8. Rooms are available during regular library business hours, until 15 minutes before closing. There will be no access to meeting rooms before opening for setup.

9. Smoking is prohibited in all areas of the library.
10. Groups meeting in the library must supply their own audio-visual equipment.
11. The library will not allow the storage of any group's equipment, records, or meeting supplies.
12. Light refreshments are permitted only upon prior approval by the Library Director. Groups receiving permission to bring refreshments into the library must supply their own coffee, cups, utensils, etc.
13. Rooms must be left in a neat and orderly condition. A clean-up fee will be charged for rooms left in a disorderly condition. The individual who completes the registration form will be held responsible for damage.
14. A group that fails to comply with these regulations may be denied further use of the rooms.
15. Groups entering and leaving meeting rooms should do so quietly so as not to disturb other library users.
16. Groups are prohibited from making statements in their advertising or meeting announcements that suggest library sponsorship or endorsement.
17. Neither the name nor the address of the library building may be used as the official address or headquarters of an organization.

**PROCEDURES:**

1. A meeting room registration form must be completed prior to scheduling meetings. The meeting room form must be signed by a Concord resident, who will assume responsibility for the behavior of the group. No group will be allowed use of the library facility until meeting use payment is made. Please make checks to the "City of Concord Library." Your cancelled check will be your receipt.
2. Reservations are made on a first-come, first-served basis by calling the Main Library at 230-3682, Monday through Friday from 8:00 a.m. to 4:30 p.m., or Penacook Branch Library at 753-4441.
3. Reservations must be made at least 7 days in advance, but not more than 60 days in advance.
4. The library should be informed of cancellations as soon as possible.
5. The library reserves the right to cancel any meeting during inclement weather or for any reason that would make the scheduled meeting room unsuitable.
6. Any person who feels he/she may be unable to participate in a program because of the limitations of a physical or emotional handicap is asked to contact the library at 230-3682 at least 72 hours prior to the event. All reasonable efforts will be made to assure their access to the program.

7. Groups that are unable to schedule a convenient meeting time are invited to consult a list of community meeting facilities kept by the reference department.

### **MEETING ROOM FEE SCHEDULE** (Effective 07/01/05)

Library Auditorium	\$30.00/up to 3 hours
Shakespeare Room	\$15.00/up to 3 hours
Penacook Meeting Room	\$10.00/up to 3 hours

### **HOURS OF OPERATION**

#### **Main Library**

603-225-8670

Monday-Wednesday	8:30 a.m.- 8:30 p.m.
Thursday	11:00 a.m.- 5:30 p.m.
Friday, Saturday	8:30 a.m.- 5:30 p.m.
Sunday (September - April)	1:00 p.m.- 5:30 p.m.

#### **Penacook Branch Library**

603-753-4441

Monday, Friday	2:30 p.m.- 5:30 p.m.
Tuesday, Thursday, Saturday	9:00 a.m.-12:00 p.m.
Wednesday	2:30 p.m.- 8:30 p.m.

Effective January 1, 1994  
Revised March 2002  
Correction October 2002  
Revised September 9, 2003  
Revised June 1, 2005  
Revised June 7, 2006



***City of Concord, New Hampshire***  
**CONCORD PUBLIC LIBRARY**  
45 GREEN STREET • 03301-4294

PATRICIA A. IMMEN  
LIBRARY DIRECTOR  
(603) 225-8670

**APPLICATION FOR USE OF  
LIBRARY MEETING ROOMS**

**Name of Organization:** \_\_\_\_\_

**Name of Organization President:** \_\_\_\_\_

**Individual Filing Application:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_ **Time - From** \_\_\_\_\_ **To:** \_\_\_\_\_

**Space Requested:**      **Shakespeare Rm** ☐ **Auditorium** ☐ **Penacook** ☐

**If requesting Auditorium please indicate set-up desired, for instance:**

- **Chairs and tables in rows**                      • **Seating facing the stage**
- **Chairs and tables conference style**        • **Extra tables for materials, etc.**

**Other Set-up Instructions** \_\_\_\_\_

**Number of Attendees:** \_\_\_\_\_ **Will you bring in refreshments?** \_\_\_\_\_

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**I have read the provisions for use of library meeting rooms and agree to comply with them.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_